Tribal Youth Program (TYP)  
Frequently Asked Questions

Access the DCTAT at: http://www.ojjdp-dctat.org

How do I contact the DCTAT for help? Call: 1-866-487-0512 or e-mail: ojjdp-dctat@csrincorporated.com.

DCTAT Specific Questions

1. If there’s no data to enter, how do we submit the report? Do we need to submit a report if money is not used? If you have no data to report because you were unable to gather the data, you should report zeros in the data fields. Additional information about this status can be reported in your Categorical Assistance Progress Report (CAPR).

2. After Profile and Program Category are entered, where in the system do we go to enter data? After completing the Award Information screen, and then selecting/saving the program categories, the system will show you a “Enter Data” button. Click on this button to go to the Data Entry screen. The system is cumulative, so you must complete each step before you can move to the next step.

3. How to change Program Categories: You would go to the Program Category screen by clicking the button that reads as “Select Program Categories”, select the program categories and edit the funding allocated to each program categories. Please remember that you cannot delete a program category for an existing grantee without deleting the data associated with that category.

4. When entering information, does a user have to complete the whole process in one sitting or can he or she start the entry and log out without losing the information entered up to that point? Users can save the information at various stages of the process.

5. What should I do if I do not know the target population served by a subgrant or the target population includes all youth? While it is best to contact your subgrantee to gather the information, if that is not possible, the only categories for which you need to enter information are gender and age. You may want to review the subgrant application for this information. For the remaining population categories, if you have no information or the subgrant is used to serve all youth
regardless of their category, for example race or justice-related criteria, select the "Not Applicable" response option.

6. **How should we handle reporting on grants that span two or more OJJDP reporting periods?** Those subgrants should be reported on in each of the reporting periods in which they are open. For example, if you have a subgrant that starts January 1, 2005 and ends December 1, 2005, you would report on its performance in both the reporting period that covers January 1 to September 30, 2005 and the one that covers October 1, 2005 to September 30, 2006.

7. **Do I have to enter data for subgrants of less than $10,000?** Yes, you have to enter performance data for all TYP subgrants active during the reporting period. If you cannot get performance data, please enter zeros in the relevant data fields.

8. **What should I do if I have saved information into the system, but the old information is still reflected on the screen?** While this is not a frequent occurrence, in some cases the information you saved takes a few minutes to show up on your screen. If you experience this problem, you can try to refresh your screen or wait a couple of minutes before proceeding in the system. If these options do not work, please contact the DCTAT help desk at 1-866-487-0512 or e-mail: ojjdp-dctat@csrincorporated.com.

9. **What does it mean to “complete” my DCTAT performance data?** As part of the process of creating your final GMS report, the DCTAT will prompt you to “complete” your data. This is a process designed as a check of your data. You will have to ensure that the number of subgrants you entered matches the number you listed in your grantee profile and that you have completed data entry for each subgrant record that you started. Once you “complete” your data, they are considered final by OJJDP and you will only be able to edit them by contacting the DCTAT administrator to unlock it your data.

10. **Why do data have to be completed before I create my GMS attachment?** The main reason is that there are several controls built into the completion process that will improve the quality of the data in the DCTAT system.

11. **How do I create my GMS attachment?** First you must be signed in as a grantee-level user (using the Username that ends with an “s”). Once you choose an OJJDP grant program (e.g., TYP) from the “Grant Program Selection” page, you should select the “View Reports” link on the navigation bar. This screen will walk you through the creation of your grantee-level performance report. You must submit these DCTAT-generated reports through the GMS system in order to fulfill your Federal reporting requirement. Only entering the data into the DCTAT is not sufficient.

**REMEMBER:** You must create a GMS attachment for each fiscal year for which you spent OJJDP funds.
12. **When the submission period is closed for reporting, how do we enter data?**
You cannot enter data once the system is closed for data submission. Please contact your OJJDP State representative about having the DCTAT reopened for data entry.